

# REPORT

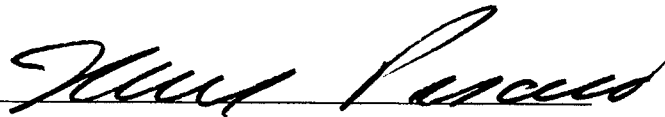
**TO:** Administration Committee  
Regional Council

**FROM:** Sam Mehta, Contracts Manager (213) 236-1813  
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**SUBJECT:** Approval of Contracts Over \$25,000

**DATE:** January 12, 2004

**EXECUTIVE DIRECTOR'S APPROVAL**



**RECOMMENDED ACTION:** Approve Contracts

## SUMMARY:

- The following consultant contracts are recommended for approval:**

Darnell & Associates, Inc.	NTE \$ 31,889
Dowling Associates, Inc.	NTE \$200,000
Leachman & Associates LLC	NTE \$225,000

## FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

RC/ADMIN Agenda 2/5/04  
PC DOC#94442



SOUTHERN CALIFORNIA  
ASSOCIATION of GOVERNMENTS

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## CONSULTANT CONTRACT

**Consultant:** Darnell & Associates, Inc.

**Scope:** The Consultant will conduct a detailed analysis to determine the traffic impacts associated with re-opening the Calexico West Border Station and identify transportation improvements needed to address these impacts. The Consultant will present concepts for improving traffic circulation and provide estimated costs for these improvements. The results of this study will be used by Imperial Valley Association of Governments (IVAG) and other agencies to prioritize projects, seek future funding, and implement the needed transportation projects.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$31,889</b>
	Darnell & Associates, Inc. (prime)	\$21,689
	Development Design & Engineering (subcontractor)	\$10,200

**Contract Period:** Twelve months from date of Notice to Proceed

<b>Work Element:</b>	04-010.IVGC1	\$32,000	Funding Sources: Consolidated Planning Grant – FTA
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**Request for Proposal:** SCAG staff mailed postcards to 230 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 04-018. The RFP was also posted on SCAG's web site. The following three proposals were received in response to the solicitation:

Darnell & Associates, Inc. (1 subcontractor)	\$31,889
Katz, Okitsu & Associates (no subcontractors)	\$31,900
VRPA Technologies (no subcontractors)	\$32,000

**Selection Process:** The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Yazmin Arellano, Director of Public Works, City of Brawley  
Mark Baza, Chief of Transportation Planning, Caltrans District 11  
Philip Law, Associate Regional Planner, SCAG  
Rosa Lopez, Administrative Analyst, IVAG

**Basis for Selection:**

The PRC recommends Darnell & Associates, Inc. for the contract award because of their extensive background and knowledge of traffic and development issues in the Calexico border area and in Imperial County, and because of their impressive responses to the questions posed during the interview. The PRC believes that Darnell & Associates, Inc. can provide a unique familiarity and understanding of the local area that is critical to this study. The PRC was also impressed with their understanding of the study area at both the local and regional scale, and with their initial approach to the public outreach component of the study. Darnell & Associates, Inc. received the highest evaluation score of the three offerors.

## CONSULTANT CONTRACT

**Consultant:** Dowling Associates, Inc.

**Scope:** Travel speed is a critical model input and model output used to forecast traffic congestion and to estimate future emissions. Currently there is little existing speed data for the arterial system within the SCAG Region. Consultant will assist in developing a methodology to gather speed data for the Region's arterial system and to begin building a comprehensive database of measured arterial speeds within the Region. In addition, the Consultant will also develop a speed monitoring program to track speed changes over time. The arterial speed database will be used to refine SCAG's Travel Demand Model's input speed assumptions and to validate the speed results from the Model.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$200,000</b>
	Dowling Associates, Inc. (prime)	\$128,004
	Sierra Research, Inc. (subcontractor)	\$55,996
	Wiltec (subcontractor)	\$16,000

**Contract Period:** February 2004 through October 2004

**Work Element:** 04-070.SCGC3 \$ 200,000 (Funding sources: FHWA and TDA, subject to approval of SCAG's FY 03-04 Budget Amendment 1)

**Request for Proposal:** SCAG staff mailed postcards to 90 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 04-019. The RFP was also posted on SCAG's web site. The following five proposals were received in response to the solicitation:

Carter Burgess, Inc. (3 subcontractors)	\$200,000
Dowling Associates Inc. (2 subcontractors)	\$200,000
Meyers, Mohaddes Assoc. Inc. (2 subcontractors)	\$199,975
Traffic Data Services (no subcontractors)	\$200,000
Transcore (1 subcontractor)	\$195,506

**Selection Process:** The Proposal Review Committee (PRC) evaluated all five proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all five offerors.

The PRC was comprised of the following individuals:

Chao Wei, Senior Transportation Engineer, Caltrans  
Taimour Tanavoli, Asc. Trans. Engineer III, City of Los Angeles  
Ron Taira, Director of Transportation Analysis, OCTA  
Hong Kim, Senior Modeling Analyst, SCAG  
Michael Ainsworth, Lead Modeling Analyst, SCAG

**Basis for Selection:**

Based on a review of the written proposals and the consultant interviews, all five PRC members gave Dowling Associates the highest evaluation scores. The PRC recommends Dowling Associates for the contract award based on Dowling's excellent project understanding including expertise in gathering speed data and knowledge of how travel speed is applied in the transportation modeling process. Dowling is a recognized leader in this field and has authored the National Cooperative Highway Research Program (NCHRP) Report titled "Planning Techniques for Estimating Speed and Level of Service." In addition, Dowling has completed a similar data gathering effort for the MTC. Given the huge effort required to develop a region-wide inventory of arterial speeds, Dowling has proposed an innovative approach for gathering travel speeds based on existing speed monitoring data and traffic volumes. In addition to addressing the work items specified in the RFP, Dowling Associates has also agreed to review and recommend changes to SCAG's model input speeds and will propose improved methods for estimating speeds within the Model. Although Dowling did not have the least expensive proposal, the PRC felt that the superior quality of their proposal and Dowling's expertise in this field well outweighed the slight cost differential between Dowling and the other consultants.

## **CONSULTANT CONTRACT**

**Consultant:** Leachman & Associates LLC

**Scope:** Leachman & Associates LLC was awarded a contract (#02-049) for \$275,000 on February 27, 2003, to develop the Port and Model Diversion Study. This project was to be performed in two phases. The Consultant completed the work under Phase One by June 30, 2003. At the time of contract award, a budget of only \$50,000 was available for Phase One of the project. Since there was no funding allocated in SCAG's FY 2003-2004 budget for this project, the Consultant could not continue into Phase Two of the project.

This request is to seek approval to begin Phase Two of the project by the same Consultant. Funding of \$225,000 for Phase Two will be available upon approval of SCAG's Budget Amendment Number 1 by the funding agencies.

Leachman & Associates LLC will build upon the work they previously completed under Phase One and begin work for Phase Two under a new contract. The Consultant will provide analysis on the competitiveness of the San Pedro Bay ports relative to other West Coast ports in attracting discretionary traffic. They will also provide an estimate of the proportion of container traffic at West Coast ports that is discretionary, establish elasticities of demand, and conduct a survey of infrastructure development costs that could be capitalized, to some extent, through user fees.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$225,000</b>
	Leachman & Associates (prime)	\$106,800
	T.R. Brown (subcontractor)	\$ 34,800
	T. Price (subcontractor)	\$ 28,800
	G.R. Fetty & Associates (subcontractor)	\$ 30,600
	M. Hansen (subcontractor)	\$ 24,000

**Contract Period:** February 2004 through June 2004

**Work Element:** 04-010.SCGC7 ....\$225,000 (funding source: Consolidated Planning Grant, subject to approval of SCAG Budget Amendment #1 for FY 03-04)

<b>Request for Proposal:</b>	Not Applicable, sole source
<b>Selection Process:</b>	Sole source, continuation of previously competitively awarded contract.
<b>Basis for Selection:</b>	<p>As previously mentioned above under Scope, Leachman &amp; Associates LLC was awarded a contract (#02-049) for \$275,000 on February 27, 2003. This project was to be performed in two phases. The consultant completed the work under Phase One by June 30, 2003. The entire contract covering the scope of work for Phase One and Two was competitively bid. However, at the time of contract award, a budget of only \$50,000 was available for Phase One of the project. The continuation of this project into Phase Two was subject to inclusion of the balance of funding (\$225,000) in SCAG's FY 2003-2004 budget.</p> <p>No funding was allocated in SCAG's FY 2003-2004 budget because the intent was to continue the balance of this project after approval of Budget Amendment Number 1. Appropriately, SCAG did not allow the Consultant to continue to work past June 30, 2003 and the contract inadvertently ended rather than having the term extended.</p> <p>Once SCAG's FY 2003-2004 Budget Amendment Number 1 is approved by Caltrans, funding of \$225,000 will be available to begin Phase Two.</p> <p>Since it was always intended to have this consultant do both phases of the work, it was determined that a sole source contract would be the most appropriate way to proceed. This decision was made after consulting with Caltrans District 7, Caltrans Audits &amp; Investigation group from Sacramento, as well as with SCAG's Legal Department. This decision will also comply with Federal and State Contracting Rules and Regulations.</p>